



## DWD Manager - Deputy Administrator, Administrative Services Division - Career Executive

[Administrative Services Division](#)

**Job Announcement Code: 14-04995**

[Printable Job Announcement](#)

### Deadline

November 9, 2014

### Salary Information

Starting salary is between \$60,602 and \$101,510 per year depending on qualifications and experience. This position is in pay schedule 81, range 01. A two-year Career Executive trial period is required.

### Introduction

The Department of Workforce Development is currently recruiting for a highly skilled leader to serve as the Deputy Administrator of the Administrative Services Division. This position is located at 201 E. Washington Avenue in Madison, Wisconsin.

### Job Duties

Under the general direction of the Division Administrator of the Administrative Services Division (ASD), the Deputy Administrator is responsible for the development, administration, and direction of the Department of Workforce Development's (DWD's) administrative functions. This position is responsible for planning, directing, managing and evaluating the work of the Division's four Bureaus (Bureau of Human Resources, Bureau of Finance, Bureau of Information Technology, and the Bureau of General Services) and the Office of Procurement. This position also supervises staff assigned to the Administrator's Office including the Incident Command Officer, Executive Staff Assistant, and Webmasters.

### Required Knowledge, Skills and Abilities

**Knowledge of:** methods and techniques for policy and procedure development and implementation; methods to develop and implement policies and procedures; supervisory methods and techniques, including managing staffing levels, managing and assigning work, hiring staff, ensuring staff have adequate training and resources, developing staff performance levels and evaluating staff performance; methods and techniques to motivate and influence others; general business management principles and techniques; financial principles and techniques appropriate to program objectives; methods to develop

and manage an operating budget; methods to produce operational reports; negotiation and problem resolution techniques; team building, conflict management, and consensus building methods.

**Skills in:** leadership and sound judgment in developing and maintaining good working relationships with co-employees and customers.

**Ability to:** lead and direct large state agency operations in general administrative operations, finance, human resources, facilities, and information technology; efficiently manage and timely complete a large volume of professional work assignments; use desktop software including but not limited to e-mail, calendar, word processing, and spreadsheets; effectively communicate with people of diverse social backgrounds and cultures.

### Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

### How to Apply

**For applicants who are NOT current Career Executives:** You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

You will be required to upload a current resume and complete a civil service examination. Your responses to the exam will be used to determine your eligibility for this vacancy. Resumes may not be substituted for answering these questions. Resumes are for supplemental purposes only and will not be reviewed at this time. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of job experts, and the most qualified applicants from the examination process will be invited to participate in the next stage of the recruitment process along with the Career Executives.

**For current Career Executives:** candidates who currently have Career Executive status in the classified State Service, or reinstatement eligibility to such, submit a cover letter and current resume describing your qualifications as they relate to this position by email to [ACCJobs@dwd.wi.gov](mailto:ACCJobs@dwd.wi.gov).

All application materials must be received on or before 11:59 PM on the application deadline date. Questions regarding the application process can be directed to Lisa Buske at (608) 266-9310 or [LKBJobs@dwd.wi.gov](mailto:LKBJobs@dwd.wi.gov).